

National Register of Historic Places and Virginia Landmarks Register Evaluation Process

1. Applicant requests, completes, and submits Preliminary Information Form (PIF) with all supporting materials, including names and addresses of property owners, current photographs, map, and names and addresses of local officials, to the appropriate DHR regional office based on where the property is located (see regional lists for areas and contacts). Contact Quatro Hubbard, Archivist, Phone: (804) 367-2323 ext. 124; Fax: (804) 367-2391; or e-mail quatro.hubbard@dhr.virginia.gov to determine whether there is currently a DHR file for the resource in question. Do not send the PIF or any associated materials to the Richmond office.
2. Regional office staff review the PIF for completeness; applicant supplies additional information if needed.
3. Regional office staff forwards complete PIF package to central office in Richmond. The archivist checks in the PIF material then gives it to the register staff.
4. Central office register staff presents the PIF to the DHR National Register Evaluation Committee who will consider whether the property meets National Park Service register criteria at an upcoming meeting. Meetings are held every other Thursday.
5. If the committee is unable to make a recommendation based on the information submitted, it may request additional information. The committee will then reconsider the PIF at a future meeting.
6. After the committee has reviewed the PIF and made a determination of eligibility, DHR staff notifies the owner, applicant, and local officials of the department's intention to present the PIF to the State Review Board.
7. Twenty days before the State Review Board meeting, DHR staff sends a letter to the owner and applicant announcing the date and location of the meeting. In the case of a historic district, DHR staff will notify the sponsor and applicant of the date and location of the meeting.
8. Prior to the State Review Board meeting, DHR staff sends each member of the board copies of all PIFs to be considered so members may review the forms before the meeting.
9. State Review Board meetings are open to the public. Interested parties may make presentations to the board at the discretion of the national register program manager and the board chairman. The staff and the DHR National Register Evaluation Committee recommendations are presented with the PIFs.
10. The board may agree or disagree with staff recommendations. The board will find that a property does or does not meet the register criteria by a simple majority vote of the members present.
11. If the board is unable to complete the evaluation based on the information submitted, it may request additional information. The State Review Board will then reconsider the PIF at a future meeting.
12. DHR staff will send a letter to the owner and applicant reporting the decision of the State Review Board.
13. The DHR archivist files the PIF in the department archives, completing the evaluation process. The National Register Evaluation Committee will, on request, reconsider the evaluation if it has received additional information on the resource.
14. The evaluation process ascertains which Virginia properties are eligible for registration, but does not result in the listing of a property on the Virginia Landmarks Register or the National Register of Historic Places. Applicants seeking to list a property on the register must complete the nomination process.